



PUBLIC EMPLOYEES RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PUBLIC EMPLOYEES RETIREMENT SYSTEM	RELEASE DATE:	Monday, February 8, 2010
POSITION TITLE:	Chief, Health Policy and Program Support	FINAL FILING DATE:	Thursday, February 25, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	02082010_3

POSITION DESCRIPTION

CEA SALARY INFORMATION

- CEA Level 3 (Pending DPA Approval)
- CalPERS offers a performance compensation program with the ability to earn an award up to 15% of base pay

SALARIES WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE PURLOUGH PROGRAM.

BACKGROUND CalPERS is the largest public pension fund in the United States with a current investment portfolio of over \$201 billion. It serves approximately 1.6 million active members, retirees, survivors and beneficiaries through its retirement and health benefit programs, and pays over \$10 billion in retirement benefits annually. The membership in CalPERS' retirement program is comprised of roughly one-third State employees, one-third employees of local public agencies that contract with CalPERS for retirement benefits, and one-third classified school employees. In addition to the well-known retirement program, CalPERS administers a health program that serves nearly 1.3 million members in the Health Benefits Program. Health Policy and Program Support (HPPS) provides leadership to the program in four areas: Development of health policy, negotiation of health plan rates, support to strategic and operational planning, and implementation of IT system requirements. HPPS uses five teams to execute these tasks: Policy Research, Decision Support, Health Research, Information Systems, and Medicare Data Services. **DUTIES/RESPONSIBILITIES**

Under the general direction of the Assistant Executive Officer of the Health Benefits Branch, the CEA III manages Health Policy and Program Support (HPPS). HPPS has significant impact on the

negotiations of health care benefits. This position is responsible for two sections: Strategic Services and Health Research and Information Systems Services.

Strategic Services includes two teams: Policy Research and Decision Support. The role of the Policy Research Team is to: Conduct market research to support the strategic planning process; assist the Branch in charting its strategic direction; develop new strategic initiatives; monitor the impact of new strategic initiatives; and influence the health benefits environment through representation on various state and federal workgroups and task forces. The role of the Decision Support Team is to: Prepare sensitive information and complex data for high-level presentation to enable the Board, Branch management, and stakeholders to make strategic and operational health-related decisions; conduct innovative, long-term studies that address complex strategic questions; and design and maintain the Branch's web presence.

Health Research and Information Systems Services includes three teams: Health Research, Health Information Systems, and Medicare Data Support. The role of the Health Research Team is to: Negotiate annual health plan premiums and conduct actuarial and underwriting analysis; leverage health care information in support of Branch programs and initiatives; analyze complex health care issues that impact the cost and quality of the program; and maintain and improve the Health Care Decision Support System. The role of the Health Information Systems Team is to: Provide strategic and operational direction to plan, organize, execute and evaluate Branch IT activities involving members, employers, and health plans; provide the critical interface between Branch business activities and the data system infrastructure necessary to meet the program's business goals; and facilitate portal-to-portal exchange in new web-enabled environments. The role of the Medicare Data Support Team is to: Implement Centers for Medicare and Medicaid Services (CMS) data-sharing agreement system requirements; ensure that the Medicare population has efficient coordination of benefits between primary (CMS) and supplement plans; resolve program interface problems; and evaluate and implement federal and state-sponsored changes to the program.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.

2. Strong management skills, particularly in the area of policy and program direction related to health care administration, and the demonstrated ability to monitor workloads and accomplish stated objectives.
3. Experience in an administrative or executive capacity, at least equivalent to Staff Services Manager III, with responsibility for policy development and program administration, especially in a medical administrative or health benefits setting.
4. Demonstrated communication and negotiating skills and experience presenting issues before a wide range of audiences including a board or similar body.
5. Thorough knowledge of health care and managed care industries, health care economics, administration, financial mechanisms, and business strategies.
6. Knowledge of the California Public Employees' Retirement System's organization, goals, functions and policies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Health Policy and Program Support**, with the **PUBLIC EMPLOYEES RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Address for hand-delivery: Human Resources Division 400 P Street, Room 3260 Sacramento, CA
All application materials (Standard State Application, Resume, Statement of Qualifications and References) must be received by the CalPERS Human Resource Office by 5:00 PM, February 25, 2010. Applications materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 PM on the final filing date will not be accepted. Questions concerning this examination should be directed to Kristel Herrera at (916) 795-3820.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Resume must be included with application
- Names and telephone numbers of at least two references

Applications must be submitted by the final filing date to:

PUBLIC EMPLOYEES RETIREMENT SYSTEM, Executive Compensation Unit, Human
Resources Division

400 Q Street LPN Room 3260, Sacramento, CA 95811
Kristel Herrera | 916/795-3820 | kristel_herrera@calpers.ca.gov

ADDITIONAL INFORMATION

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PUBLIC EMPLOYEES RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>